

REPORT TO THE COUNTY EXECUTIVE THIRD QUARTER, 2007

ADMINISTRATIVE SERVICES

The Administrative Services Department submits the following report for the 2nd quarter of 2007:

- Continued to participate in several meetings regarding the recommendation of the copiers, document imaging system, and software vendor selection.
- Participated in the interview process for the 911 Director position.
- Continued to work on the 2008 budget planning process, holding departmental meetings in preparation for the upcoming budget.
- Attended the Homeland Security Advisory Council and Regional Homeland Security Executive Board meetings in Lansing.
- Coordinated a demonstration from Netsource One to the Board of Commissioners regarding the upcoming paperless system.
- Met with Dow Chemical representatives regarding updates on Dioxin and Furan in the Community.
- Met with John West and Dr. Lew Bender to start phase II of the Strategic Plan process for Region 3 Homeland Security.
- Developed Imaging Team to meet and train for the new CherryLan systems scheduled to be implemented by next quarter.
- Met with Commissioner Tilley in Midland regarding Disc Golf.
- Attended a Region 3 Capability Assessment Review meeting in Lansing.
- Coordinated Region 3 Capability Assessment Focus Groups for 12 out of 37 capability assessments required.
- Participated in the Incident Management Team refresher "e-Team" training held in the MSU lab.
- Participated in the part time Animal Control Manager interviews.
- Update Bay County's Recreation Plan, which is due to expire in February 2008.

- Met with the FIST committee to discuss the next steps in implementation of new software systems.
- Met with Sheriff and 911 Director regarding a Public Safety and Interoperable Communications Grant
- Met with Judges and Court personnel regarding electronic scanning and filing system (CherryLan).
- Attended developmental meetings regarding the placement of delinquent tax information on the county web site; Health Receivables SAMSA financial report meetings; Bay 3TV partnership meetings; PreCovery Planning Meetings; Hazardous Mitigation update meetings; Local Planning Team meetings; Incident Management Team meetings; Homeland Security Grant meetings; Civic Arena staff meetings and Administrative Services Staff meetings.

Buildings & Grounds

- Removal and re-pouring of the of the driveway approach at Standish Mental Health Home.
- Roofing done at Pinconning Clinic.
- Re-pouring and making necessary repairs on sidewalks at mental health homes (continuation).
- Tested backflow preventers in County Building, Drain Office, and Civic Arena.
- Tiled and leveled grounds of dog park for better drainage.
- Tiled around the Fairgrounds demo derby track for better drainage.
- Tore out road (150') in front of Merchants Building and replaced with stone mix.
- Cut down and removed additional trees at Fairgrounds.
- Set up, repairs and prep for Fair.
- Created new Handicapped sidewalk from walking path to rest rooms at Fairgrounds.
- Painted pavilion top, dump station, water pumps, cash box, and Canteen at Fairgrounds.
- Painted the single doors in front of the Court Facilities, Court Room #2, Judge Sheeran's office and bathroom.
- Continuation of painting at Health Department hallways, several offices.
- Tuck-point brick at top of building (roof top) at Center Ridge Arms High-rise.

- Signs made for LEC, Court Facilities, Dog Park, and Health Department.
- Constructed office walls at Courts and Circuit Court Probation.
- Installed new outlets and lighting for Circuit Court Probation project and office furniture equipment.
- Installed water heater at Golf Course.
- Camera and Alarm for Prosecutor's door at Court Facility (2 cameras on 1st also).
- Installed 3 new service panels and receptacles at Fairgrounds.
- Installed 5 new circulation fans and associated wiring at Cow Barn.
- Installed TV monitor and antenna and additional outlets in Incident Command Trailer.
- Completed the Airport Project (Court Docket monitors).
- Installed equipment for wireless internet at Pinconning Park.

Community Center

- Over 40,000 in attendance during 3-day period for River of Time. Opened facilities for public and re-enactment crew.
- Hosted dinner open to the public and 200 were in attendance. Separate dinner was held for the re-enactment crew—attendance was also good.
- Closed Swimming Pool in August—had over 8,000 in pool attendance for the season.
- Summer Recreation program finished in August--254 registered for the program.
- Men's and Women's Bay Softball finished up for season.

Civic Arena

- The Summer skating season was in full swing in July. Our summer high school league was mid-season, with a tournament the first weekend in August. Our 3 on 3 youth league did not fare so well this year. We dropped from 38 teams last year to 12 this year. Midland Civic Arena hosted a league on Wednesday nights and ours was on Mondays, so not completely sure why such a drop this season. There has been conversations between Dave and the BCHA that they would take over the 3 on 3 league next summer, leaving us with only renting the ice to BCHA for the season instead of running the league.
- We also hosted a few hockey camps this summer. One was our own Learn to

Play Hockey and Learn to Play Better. There were three 2 week sessions held throughout the summer with an average of about 15-20 kids per week. The children and coaches (employees) have a great time with this camp and see returning children year after year. We also had Skating Dynamics, Simply Defense, and Rick Heinz Goalie School—all of which were private rentals and returning hockey schools.

- In mid-July, the Civic Arena also hosted an elite speedskating camp here this summer. US Speedskating, the national governing body for speedskating, paid for the ice rental and some of the top junior speedskaters from the area were in attendance.
- Travel teams started renting ice in early August, leading way to the full Fall and Winter 2007/2008 hockey season.

Golf Course

- All areas of Golf Operations are up from 2006:

	<u>July 2006</u>	<u>JULY 2007</u>	<u>Difference</u>
Total Revenue:	\$107,251.16	\$116,491.69	\$9,240.53
Green Fees:	\$66,657.75	\$72,921.83	\$6,264.08
Cart Fees:	\$26,467.75	\$29,238.50	\$2,770.75
Merchandise Sales:	\$3,058.73	\$4,138.11	\$1,079.38

	<u>August 2006</u>	<u>AUGUST 2007</u>	<u>Difference</u>
Total Revenue:	\$92,109.02	\$95,995.66	\$3,886.64
Green Fees:	\$58,854.00	\$56,391.65	(\$2,462.35)
Cart Fees:	\$24,099.00	\$26,177.50	\$2,078.50
Merchandise Sales:	\$3,314.49	\$5,941.30	\$2,606.77

	<u>September 2006</u>	<u>SEPTEMBER 2007</u>	<u>Difference</u>
Total Revenue:	\$50,146.62	\$67,160.96	\$17,014.34
Green Fees:	\$35,647.25	\$44,130.58	\$8,483.33
Cart Fees:	\$10,950.55	\$15,729.00	\$4,778.45
Merchandise Sales:	\$2,374.06	\$4,796.74	\$2,422.68

- Total revenue is up \$30,141.51 in the third quarter of 2007 compared to 2006.
- Changes we did to reach these numbers were:
 - ▶ **Merchandise Sales:** merchandising in the golf shop, constantly rearranging displays to keep a fresh look, and moving old inventory.
 - ▶ **Green Fees:** added additional events to the tournament schedule,

promoting the golf course through advertising in local newspapers and through tournament participation.

- ▶ **Cart Fees:** the addition of new events promoted the usage of golf carts.
- The increase in revenue happened while the golf course endured some bouts with mother nature. From August 10th to September 10th the golf course had combined rainfall of almost 10 inches during that time. Tim and his staff did a tremendous job to keep the golf course playable and in the great shape it constantly is in.
- The Golf Course hosted its annual County Championship with great success and tremendous feedback which adds to a quality season.
- The Course also is hosting the Bay City Central and Garber Girl's golf teams this fall.
- Up to this point everything is running smoothly and things are starting to wind down for the season. We look forward to finishing off strong this year and prepare for a great next season as well.
- If there are any questions concerning the golf course, feel free to contact myself and I would be happy to answer any questions you might have.

Information System Division

Departmental Projects/Technical Projects

- Pinconning Park is equipped with the capability to access the Internet through a WiFi environment. Sign on and password(s) are required before an individual residing at the camp ground is allowed access to the Internet. Procedures are in place for the staff at Pinconning park to change the password on a regular interval.
- Direct Deposit is completed and the process has been in place for the month of August and September, 2007. The remaining individuals that wish to sign up is being completed by the Finance department.
- Requested and received the remaining PC's that will replace all prior Windows XP operating systems within the County network. Once completed, the entire fleet of PC's connected to the County network will have Windows XP operating system.
- Assisting and implementing the Mobile Data Terminals that will reside in all of the Sheriff's patrol cars that will have access to the LEIN system as well as other functionality that will be available via a wireless solution.
- The selection of copiers that would replace the XEROX copiers has been decided with IKON as the vendor and the platform of the RICOH and CANON

copiers replacing all XEROX copiers/scanners/FAX and printing capabilities.

- Cherry LAN agreement has been finalized to replace the DocuShare solution from XEROX. Conversion of the current DocuShare data and the implementation of the new document imaging platform is being installed and appropriate usage and training will take place in the 4th Quarter, 2007.
- All Health department requests are completed with the exception of a scheduling package and other issues that a proposed off the shelf software will resolve in the coming months.
- The network configurations to become a VLAN environment is completed. The VLAN (Virtual Local Area Network) will allow the segmentation of individual departments to have their own LAN which will maximize the traffic and functionality of the network backbone and routers/switches that are located in the individual areas throughout the County network.
- Modifying the Firewall utilized at Bay County to the Fortigate solution which is more robust and scalable from the Cisco firewall that is outdated and no longer supported from Cisco.
- Reviewing Help Desk products available with the final selection to take place in the early part of the 4th quarter and implementation to immediately followed after the selection as been procured.
- New World (Central Dispatch) upgrades are in the final phases of discussion with time lines and costs moving forward. It is with all anticipation that this entire process will be completed in the 4th quarter, 2007. This will include the upgrade to the Operating System, upgrade to New World software from version 6.X to 8.X, redundancy capacity that is currently and has always been a manual task will become a truly 100% redundant platform utilizing MIMIX and Disaster Recovery.
- Disposed of the old AS/400 systems that were outdated and of no value to a reseller. Building and Grounds disposed the hardware at Omnisource for fifty dollars.
- Assisted the Finance department within the Budget area to develop and finalize the 2008 budget with numerous special requests for individual reports.
- Attended the MI-GMIS conference which was hosted at the Double Tree hotel in downtown Bay City. The ISD department had four individuals that attended the three-day event.

Region 3 Homeland Security Grant

- The FY06 State Homeland Security Grant has gone regional in this grant cycle. Bay County is acting as the fiduciary in Region 3. The grant is \$2,177,982 SHSGP, \$1,557,412 LETPP, \$15,000 RRTN and \$49,480 Heightened State of Alert for a total of \$3,799,874. Bay County, as fiduciary, is eligible for 3% of the grant in reimbursable expenses.
- The Region 3 Homeland Security Planning Board(R3HSPSB) that is meeting on a monthly basis. The main thrust of the 3rd quarter was to achieve completion of the 12 Capability Assessments as mandated by MSP/EMHSD. Region 3 was able to complete 18 Assessments in the first round and will work to complete them in the 4th qtr 2007.
- Reimbursements have been submitted for the 4th qtr 2006, the 1st qtr 2007 and the 2nd qtr 2007 for SHSP allocations from the grant. The 3rd qtr 2007 reimbursement is in process.
- A Region 3 Citizen Corps Council grant application was made and awarded to Bay County in the amount of \$52,440. A CERT training was conducted in Alcona County by Howard Wetters, Joel Strasz, Chris Izworski and Matt Blythe.

CORPORATION COUNSEL

- During the third quarter of 2007, the Department of Corporation Counsel continued to draft and review contracts, including the CherryLAN imaging software and IKON copier agreements. Assisting the Health Department with environmental contamination issues, working with the Finance Department on rebidding of the District Court indigent defense work and review and discussion of the road patrol agreement with the townships took up significant time. This Department also spent considerable time responding to FOIA requests for information from the media, attorneys and others. Assistance was given to other Departments on various personnel, procedural and contractual issues.

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

Animal Control

- Summer is over! Things have been extremely busy. We are looking forward to things leveling now that kids are back to school.
- Seventy-six cats, one hundred one dogs, and eight other critters have adopted new families. Unfortunately, it has been necessary to euthanize nine hundred six animals in this quarter: 731 cats, 171 dogs, and 4 of other species.
- Animal Control has responded to numerous complaints. Clerks take the

complaint, log it into the data base and dispatch it to an Animal Control Officer. The responding ACO investigates the concern. After responding to a complaint, the Officer is expected to complete any reports or logs as it would relate to the call.

- Education remains a very important part of the services given through Animal Control. Everyone in the Department is involved. Custodians speak with people about care of animals and temperaments. Clerks speak with the public about how the Department can help resolve their issues. Officers attempt to educate owners about non-compliance issues prior to law enforcement. Shelter tours and educational programs continue to be given.

Gypsy Moth

- **Emerald Ash Borer:**

August 1, 2007, we found our first emerald ash borer (EAB) infested tree here in Bay County. The dying green ash tree was in the back yard of a home in section 23 of Hampton Township north of Center Road. The find was reported the Michigan Department of Agriculture and they confirmed the infestation and indicated that this would not change Bay County's quarantine level. News reports of the EAB generated over 80 calls requesting that yard trees be examined for this foreign pest but no additional sites of infestation were confirmed. During late September, many of these calls turned out to be complaints about the box elder bug, a black and red insect that is native to our area that builds up in to large numbers but does little damage to the trees it feeds on.

- **Gypsy Moth:**

Staff monitored the Gypsy Moth population where home owners called to complain about insects in their trees by doing site inspections and placing both pharimone lure traps and hiding bands at or near sites where gypsy moths were found. Pupation began late in June but no adult males were found in traps until July 12, 2007 and they were done emerging by August 23, 2007. Females were observed on trees during this entire flight period.

Fall egg mass surveys will begin October 1, 2007. Defoliation Surveys and Perception Surveys were conducted in treated areas to evaluate the effectiveness of our spring spraying. From the surveys, it appears that the treatment was successful and most homeowners were satisfied with the program and would continue to participate in the program in the future.

- **Educational Programs:**

Staff members conducted educational tours at Pinconning Park on Saturdays throughout July and August and did presentations for Master Gardener programs in August and September.

- **Budget:**

The budget for 2008 was also prepared and submitted this quarter.

Geographic Information Systems (GIS)

- Completed 2007 Parcel Updates and corrections to 2005 Aerial Photography
- Staff attended the 12th Annual MiCAMP Conference
- Updated various GIS data layers including Roads
- Misc. GIS map requests
- GIS Tech Support for: Equalization, Drain Office, Mosquito Control, Gypsy Moth, and others
- Preliminary discussions regarding GIS and interactive mapping with the new 911 Director
- Various discussions with Emergency Services regarding GIS in general and specifically in the EOC
- Working on selling the 2005 Digital Ortho Photography to the state of Michigan

Transportation Planning

- Hosted the 2007 MTPA/MAR Conference in Bay City
- Asset Management Data Collection of PASER ratings of all Bay City local roads with Bay City Engineering Staff
- Completed work towards Bangor Twp CMMS Safe Routes to Schools Grant Application
- Updated Transportation Planning Website with the new TIP, MTP and UWP
- Work with Planning Group to help start the Delta College to SVSU; University Center Non-Motorized Trail.
- Worked through soft match issues for BCATS funding with FHWA and MDOT
- Assisted both the city of Bay City and the Road Commission on existing road projects

Mosquito Control

- **Third Quarter Summary:**
The third quarter could be summed up as very dry. In fact, it wasn't until August 7th-23rd that about 5 inches of rain fell, followed by another two solid weeks with no rain. September continued on the dry side with just 2 inches of rainfall recorded for the month. October, the first full month of fall has brought with it continued mild daytime temperatures, but mosquitoes are sure to soon be gone and we'll be back in full swing for planning the 2008 season. We're happy to report that we made it through another mosquito season and will soon begin to get ready for the next one. Part of that practice involves assessing what happened over the course of the season and deciding what processes could be upgraded or changed.
- **Larviciding & Fogging Operations:**
Larviciding and fogging operations were suspended for the season on October 5th, unless a warm spell or heavy rain causes the mosquito population to increase significantly. Since early September few citizen complaint calls (1-2 per week) have been received and few mosquitoes have been captured in traps.
- **Scrap Tire Collection:**

The second scrap tire drive was held September 14-15 and 2,069 tires were collected. Considering both tire drives held this year, then, 4,542 tires were dropped off by our Bay County citizens.

- **Surveillance Efforts:**

Disease surveillance efforts will continue through September. None of the mosquito pools submitted to date have tested positive for West Nile Virus, although we are waiting for results on approximately 50 pools. Furthermore, of the 25 birds tested this year, only 3 have been positive compared to 48 of 96 in 2006 and 24 of 51 positive crows or blue jays in 2005. Few bird pick-ups have been required over the last few weeks

FINANCE

Payroll

- Implemented Electronic Funds Transfer for all employees.
- Provided salary/benefits information for proposed changes to Criminal Defense/Public Defender offices.
- Established procedures to pay as wages mileage paid to Commissioners for travel from home to the county building. Converted mileage paid y-t-d to payroll system and collected associated FICA.
- Provided salary/benefits projections to Melissa Maillette for bioterrorism grant.
- Continued attending F.I.S.T. committee meetings.

Health Insurance

- Implemented new employee and employer premiums effective 7/1/2007.
- Met with administrative staff re: funding/ideas for wellness initiative.
- Worked with Part D Advisors re: 2008 Medicare Part D reimbursement application.

Retirement

- Received 12/31/2006 Actuarial Valuation - Actuaries presented results to Board of Trustees on 9/25/07.
- Processed 15 new retiree pension files.
- Michael Regulski attended the Fall MAPERS training conference.
- Completed application for fiduciary liability insurance application.

V.E.B.A.

- Completed application for fiduciary liability insurance application.
- Collected additional information requested by actuary from member groups re: 12/31/06 actuarial valuation.

401K

- Processed five loan applications.

Self-Insurance

- Submitted the 12/31/2006 actuarial valuation information.
- Compiled salary information for 9/1/06 thru 6/30/07 excess insurance audit.

457 Deferred Compensation

- Completed application for fiduciary liability insurance application.
- Scheduled employee meetings for September 10 through September 13..

Miscellaneous

- Responded to several Freedom of Information Requests.

Accounting

- Completed and distributed Single Audit.
- Completed and distributed F65.
- Reviewed all grants for State funding level.
- Assisted Sheriff's Department with investigation.
- Worked with auctioneer regarding reconciliation of sales tax and proceed issues.
- Michael Regulski attended the MGFOA Fall Training Insitute.
- Facilitated the preparation of the 2008 Executive Recommended Budget.
- Continued attending F.I.S.T. committee meetings.

Budget

- Preparation of the 2008 Executive Recommended Budget was the primary focus of the budget department in the third quarter of 2007. During the month of July all county departments submitted their 2008 budget requests; such requests were submitted on line by the requesting departments. During the week of August 6, the 2008 Budget Hearings were conducted. After the hearings were concluded, the process of examining each request in an attempt to balance revenues to

expenditures began, with the Finance Department and County Executive working together to reach this goal. On October 1, 2007, the recommended budget was printed and submitted to the Board of Commissioners in accordance with PA 621.

- The 2006 Single Audit was also completed during this time.
- In addition, preparations began to close the accounting cycle for grants ending FY September 30, 2007.
- Continued attending F.I.S.T. committee meetings.

Purchasing

Drafted:

- Employee Health Assessment
- Public Guardian Audit
- Health Department parking lot repaving
- Tactical Interoperable Communications Planner (Homeland Security)
- Recreation Plan Developer (quote)
- Center Ridge Arms Sidewalk paving (quote)

Bids Sent Out:

- Mosquito Control ½ ton truck
- Legal Services Provider (2nd bid)
- Medical Director (2nd bid)
- Health Department parking lot repaving
- Tactical Interoperable Communications Planner (Homeland Security)
- Center Ridge Arms Sidewalk paving (quote)

RFP/RFQ opened:

- Mosquito Control ½ ton truck
- Legal Services Provider (2nd bid)
- Medical Director (2nd bid)
- Health Department parking lot repaving
- Tactical Interoperable Communications Planner (Homeland Security)

Bids Awarded:

- Mosquito Control ½ ton truck
- Health Department parking lot repaving
- Copiers

Other Items:

- Continuing F.I.S.T. committee meetings, conducting final reference checks
- Phone transitioned to AT&T in August
- Participated in meetings concerning the purchase of Mobile Data Terminals for the Sheriff's Department
- Participated in meetings for installation and invoicing options for the copiers

- Attended meetings about the imaging needs of the county
- Met with the QBS Committees for the Legal Service Provider and Tactical Interoperable Communications Planner
- Met to discuss bid options for the 5 year recreational plan
- Purchased new patrol vehicles for Sheriff's Department

HEALTH DEPARTMENT

Administration

- The Health Department continues to work with the Building and Grounds Department on the final phase of the physical restructuring. Remodeling of the Family Planning Clinic and public and employee restrooms, as well as painting of the Laboratory is slated to begin in October. Painting and replacement of ceiling tiles and flooring in the Health Screening Clinic areas is now complete. New cabinetry, countertops and work stations will be installed in these areas later this fall. Painting of the back hallways and the Health Educator's office is complete.
- The Management Team continues to meet with clerical staff regarding the development of the office procedure manual for all programs and clinic operations. This is part of the on-going Design Team process in the Health Department.
- The Health Department has continued to implement the yearly programming calendar with Bay 3 TV. During third quarter, staff taped the following segments:

July

- Environmental Health: "Pool and Beach Safety"
- Health Screening: "Taking Charge of Your Life"
- Environmental Health: "Michigan Drinking Water: Safe, Reliable, Secure"

August

- WIC: "Breast Feeding Coalition 2007"
- Emergency Management: "Ham Radio Presentation"
- Hearing and Vision: "Hearing and Vision Program Update"

September

- Emergency Management: "Ham Radio Presentation"
- Emergency Preparedness: Information on CERT, MI Volunteer and Medical Reserve Corps ran on Community Bulletin Board

The Health Department purchased the Teletask software call reminder system. This system has been installed and is currently undergoing testing. The system will be used to call WIC and Immunization clients and remind them of clinic appointments. An important feature of this system is its ability to implement a number of call-down functions in an emergency. This will enable both the Health

Department and other County departments to implement their emergency call-down lists when necessary. The Health Department anticipates this system will be fully functional by the end of fourth quarter.

Meetings/Trainings attended by Health Director:

- Bi-Monthly Health Department Management Team Meetings
- Monthly Michigan Association of Local Public Health Board Meetings
- State-Local Public Health Preparedness Meetings
- Monthly Human Services Collaborative Council Meetings
- MDCH OPHP Strategic National Stockpile Site Visit and Evaluation
- Saginaw Bay Coastal Initiative Science Subcommittee Teleconferences
- Design Team Meetings at Division on Aging and Health Department
- Incident Command Training for Public Health
- Nathan Weidner Child Advocacy Board Meeting
- Bay Health Plan Board Meeting
- Region VII Contract Negotiations
- Court Ordered Testing Meetings with Court and Jail staff
- Completed yearlong Leadership Fellowship through the University of Illinois-Chicago School of Public Health
- Academic Practice Summit at University of Michigan School of Public Health
- University of Michigan Office of Public Health Practice Annual Symposium, "Global Public Health Preparedness: Is it Possible?"

Children's Special Health Care Services (CSHCS)

- Laura Weiler, R.N., attended the Michigan Family-to-Family Health Information conference for CSHCS on September 8, 2007 in Dewitt, Michigan.

CSHCS Care Coordination & Case Management

- During this quarter, seven families received case management services and several others have participated in a nursing plan of care and care coordination services.

Communicable Disease

Reportable disease reports received 119

Division On Aging (DOA)

- A dinner theater program to see a Shine on Your Shoes was held on July 18, in cooperation with Bay City Players. Attending this event were 238 seniors.
- A written policy was developed to address food waste for the Home Delivered Meals program, and clients have been notified of the policy.
- Three presentations were scheduled in July with Sheriff John Miller to address home safety and security.
- Information on AAA's "CarFit" program was distributed in the Wonderful Times

newsletter, and a driver safety class was offered September 11 and 13.

- El Diez y Seis de Septiembre celebration was held September 14 at Rainbow Center at the Canteen with 33 people in attendance.
- Information on National Depression Screening Day and three presentations on the topic of depression and the elderly were scheduled in September and early October. Articles and important links have been set up on the website to address depression and suicide risk.
- Fifteen seniors were enrolled in the August/September Osteoporosis Strength Training classes.
- Approximately 80 seniors attended the Annual Summer Picnic on August 29.
- "Sawdust and Shanty Boys," a video about the local logging industry in the 1800's, was shown on September 25 at the State Theatre with local historical book authors as special guests. There were 92 seniors attending this program.
- An outing to Witzgall's Apple Orchard and Gardens was enjoyed by 54 seniors.
- Contracts with Region VII Area Agency on Aging for Fiscal Year 2007-2008 were finalized in a negotiation session held September 17.
- Plans are in place for completion of a Customer Satisfaction Survey in October.

Early Periodic Screening & Development Testing (EPSDT)

Children screened	17
Children screened for lead	74

Health Screening

Clients tested for STD	114
Clients tested for HIV	77
Clients HIV tested anonymously/ confidentially	23/ 54
Clients never HIV tested before	32
Clients HIV tested before (negative tests)	45

Hearing & Vision Program

Hearing

Preschool aged children screened	317
Passed/ referred/ seen by a physician	286/ 10/ 6

Vision

School children screened	734
Passed/ referred/ seen by an eye doctor:	651/ 45/ 30

Preschool aged screened	217
Passed/ referred/ seen by an eye doctor:	191/ 13/ 10
Total children screened	951
Total number passed/ referred	842/58

Emergency Management & Preparedness

Meetings/Trainings Attended/Hosted by the Emergency Preparedness Staff:

July

- Hosted Region 3 EPC Meeting at Bay County Health Department {Melissa}
- Attended Region 3 Bioterrorism Defense Network (BTDN) Advisory Committee Meeting
- MDCH OPHP Strategic National Stockpile Site Visit and Evaluation
- Participated in Region 3 Communications Exercise
- Participated in Region 3 Full-Scale Exercise via communications with local Emergency Operations Center
- Attended Foreign Animal Disease Train-the-Trainer Course {Melissa & Deb}
- Homeland Security Team Meeting
- Participated in S.A.R.T (State Animal Response Team) Conference Call {Deb}

Emergency Management Coordinator Specific Activities:

- Developed Draft SOP for Incident Command Trailer
- Developed Draft Sop for Incident Command Trailer Equipment stored in 911 Center
- Attended Regional Resource Inventory Committee
- Delivered all Hazard Radios to City Bridges, EMS and Hospital
- Met with Rich Pulman from NWS
- Attended GroupWise Training
- Conducted NEHC Drill Emergency Planning Committee at Hospital
- Attended Regional planning Committee Meeting
- Attended E-Team Training
- Conducted fire drills at BCHD, Bay Courts Facility, Community Center, Animal Control, and Civic Arena
- Conducted LEPC meeting
- Took part in the Emergency Management portion of the Region III full scale exercise.
- Met with Harry Partridge, Michigan State Police Third District Emergency Management Coordinator
- Contacted and met with various Bay County community partners regarding Emergency Management issues
- Reviewed Bay County Disaster plans
- Developed a plan for installation of equipment in the Incident Command Trailer
- Updated the EOC Contact list
- Developed an Incident Command Trailer request Form and posted it on the County Intranet

Health Educator Specific Activities:

- Attended worksite wellness planning meeting

August

- Attended Region 3 Bioterrorism Defense Network (BTDN) Advisory Committee Meeting
- Attended Region 3 EPC Meeting in Midland {Melissa}
- Unified Incident Command Courses in Northville and Clarkston
- Held Neighborhood Emergency Help Center (NEHC) Drill in coordination with BRMC
- Follow-up mask fit-testing for certain Public Health Emergency Response Team personnel
- Conducted Quarterly High Test Alert for the MIHAN

Emergency Management Coordinator Specific Activities:

- District III Radio Test
- NEHC Drill, Hotwash, and after action report
- Attended District 3 Coordinators DISCO meeting
- Attended Board of Commissioner meeting regarding LEPC grant
- Met with various fire departments regarding NIMS resource typing
- Disseminated disaster response materials
- Met with Harry Partridge regarding next year's grant work agreement
- Met with Salamander Technologies regarding a plan for FireTrax use for emergency responders.
- Attended the Fire Chiefs Meeting
- Installed router and Speednet in Incident Command Trailer
- Installed LCD TV in Incident Command Trailer
- Attended regional Exercise Committee
- Attended Regional Resource Committee Meeting.
- Met with and reviewed the Damage Assessment Annex with Dept of Equalization
- Updated Damage Assessment annex for the EAG and EOP
- Began organizing EOC
- Completed NIMCAST
- Submitted MEMAC to State of Michigan
- Updated EOC Contact list
- Scheduled 300 NIMS course
- Completed 3 FEMA independent study courses toward PEM certification
- Developed manuals for law enforcement to complete 100 NIMS training

Health Educator Specific Activities:

- Attended worksite wellness seminar in Beverly Hills Michigan facilitated by McGraw Wentworth.
- Attended 2 worksite wellness planning meetings
- Assisted with Bay 3TV Taping for Hearing & Vision

September

- Attended Region 3 Bioterrorism Defense Network (BTDN) Advisory Committee Meeting
- Attended Region 3 EPC Meeting in Caro {Melissa}
- LEPC Meeting
- Participated in Region 3 Homeland Security Planning Board Capability Assessment Review

Emergency Management Coordinator Specific Activities:

- District III Radio Test
- Attended meeting for the Immunization Clinic Drill at Delta College
- Met with Bay Co. Road Commission regarding resource typing
- Conducted CERT training in Harrisville, MI
- Attended District Coordinator's Meeting
- Attended Regional Resource Committee Meeting
- Attended Regional Board Meeting
- Attended BTN/HRSA meeting
- Disseminated disaster response materials
- Reviewed Disaster Annex with Bay County Rd Commission staff
- Developed SOP for the Riverfront Siren System
- Completed installation of Siren System DPW work around
- Met with United Way to receive team captain information
- Set up and conducted meeting with FireTrax representatives and Bay County Fire Chiefs
- Attended Fire Chief's Association Meeting
- Met with GIS Program regarding their role in Disaster response
- Attended Incident Management Team Meeting
- Met with the American Red Cross regarding proposed generator project
- Attended various Capability Assessment meetings for the Region.
- Met with Embridge Pipeline regarding their pipeline in Bay County
- Attended Bay County Township Association meeting
- Began updating the EOC SOP
- Conducted LEPC Meeting
- Updated EOC Contact list
- Completed installation of 4 of the 6 Incident Command Trailer Radios

Health Educator Specific Activities:

- Coordinated and facilitated mobile immunization clinic planning meeting
- Coordinated webcast for MIHP staff's electronic database redesign
- Coordinated "Achieve Initiative" grant meeting; Designated to develop "Achieve Initiative" grant to be submitted on 9/28

*Participated in monthly 800 MHz radio drills for both MDCH OPHP and Region 3 BTDN

Acronyms:

BRMC = Bay Regional Medical Center

MCA = Medical Control Authority

MEMS = Modular Emergency Medical System
MSP EMHSD = Michigan State Police Emergency Management & Homeland Security Division
MEMAC = Michigan Emergency Management Assistance Compact
ISD = Intermediate School District
LEPC = Local Emergency Planning Team
LPT = Local Planning Team
MIHAN = Michigan Health Alert Network
MDCH OPHP = Michigan Dept. of Community Health Office of Public Health Preparedness
BTDN = Bioterrorism Defense Network
DHS = Department of Human Services

Environmental Health

Note: These are Preliminary Numbers That Are Subject to Change

FOOD SERVICE		WELL, SEPTIC, & MISC.	
Fixed Food Est. Inspections	130	Number of Parcels Evaluated	83
Mobile, Vending & STFU Inspections	78	Number of On-Site Sewage Disposal Permits Issued	30
Temp. Food Est. Inspections		Number of Alternative/Engineered Sewage Systems Approved	4
Follow Up Inspections	26	Number of Failed System Evaluations Conducted	16
Number of Plans Received for Review	0	Number of Complaints Regarding Sewage Investigated	7
Number of Plans Approved	1	Number of Well Permits Issued	30
Consumer Complaints Investigated	8	Number of Abandoned Wells Plugged	N/A
Food borne Illness Complaints Investigated	2	Number of FIA Related Inspections Completed (Day Cares, AFC Homes, Etc.)	N/A

The Environmental Health Division successfully completed the seasonal recreational water testing program. In addition to the 25+ seasonal pools that were inspected, five public beaches (Wenona, Bay City State Park, Brissette Beach, South Linwood Township Park, and Pinconning Park) and three river sites (Vet's Park South and Vet's Park North – Saginaw River and Kawkawlin River Boat Launch) were regularly inspected. Of these sites, the US Environmental Protection Agency chose four of the five public beach sites to conduct sanitary surveys. The main focus of the sanitary survey was to perform testing at these sites for at least three days per week so information may be collected into a database

and predictive models for risk assessment may be assembled.

Family Planning

Number of Unduplicated Persons Receiving Services in Family Planning Clinic
659
Number of Encounters in Family Planning Clinic
688

The Family Planning Staff attended their annual conference on September 18-19, 2007. It was titled "Staying Successful in a World of Change" and held at Boyne Highlands Conference Center.

Immunizations

Vaccination Type	Number Administered
DTaP	70
Td	20
Tdap	120
Hib	68
Meningococcal Conjugate	171
HPV	138
Hib Hep B	2
Hep B (Pediatric)	21
Hep B (adult)	59
IPV Dose	55
MMR	80
MMRV	8
Varicella	128
Pneumococcal Conjugate (PCV7)	104
Pneumonia PPV 23	1
Hep A (Pediatric)	46
Hep A (Adult)	7
DTaP-Hep B-IPV	59
Hep A / Hep B	5
Rotavirus	26
Zostavax	20
Influenza	0
TB Testing	125
TOTAL	1333

Joan Beck, RN who worked with as the Immunization Division Nurse retired in June. Several applicants were screened and interviewed to replace her. It is anticipated that a new nurse will be in this position no later than November 1.

Laboratory

Number of Clients		Number of Tests	
July	667	July	862
August	613	August	823
September	445	September	587

Maternal Infant Health Program

For this quarter, Medicaid Outreach activities included lead testing, enrolling pregnant women, mothers and infants into the Maternal Infant Health Program (MIHP) and assisting individuals and families with completion of the on-line Michigan Medicaid eligibility application. Additional activities included informing families about the Early Periodic Screening and Developmental Testing (EPSDT) program with an emphasis on educating families about the value of preventive health services and periodic exams, and referrals to our Family Planning Program. Staff also verified individual's current Medicaid eligibility status prior to conducting visits through our MIHP.

New Referrals	98
Maternal Enrollments	35
Infant Enrollments	28
Child Birth Education Enrollees	28
Maternal Screens Completed	50
Individuals assisted with Medicaid enrollment	5

Women's Infants & Children's (WIC) Program

	New	Recertifications	Reinstate	Infant Evaluation	High Risk	Nutrition Education	Bulletin Board	Internet Education	TOTAL	Lead Eligible	Lead Check Done	Lead Check Done at	Lead Check Refused
July	89	272	52	50	44	26	97	69	710	67	17	44	6
August	103	275	75	60	25	59	112	65	780	105	32	69	4
September	83	255	52	42	43	33	78	60	632	130	21	96	13
TOTAL	275	802	179	152	112	118	287	194	2122	302	70	209	23

HOUSING DEPARTMENT

- In July our maintenance supervisor attended a UPCS (Uniform Physical Condition Standards) inspection protocol training session in Lansing. This training is designed specifically to help us comply with HUD federal regulations.
- The weather cooperated for the annual Center Ridge Arms picnic. Residents and staff look forward to this event.
- Other scheduled meetings/events included, budget hearings in August, Senior Task

Force meetings and the CRA Tenant Association audit in which the director is invited to participate.

- A fire and evacuation drill seminar was presented in September as the result of an earlier incident when fire alarms went off in the building and the residents did not know the proper evacuation procedure. Members of the Hampton Fire Department were here to remind the residents what to do in case of a fire and gave them many fire prevention tips.
- The director attended a Michigan NAHRO (National Association of Housing and Redevelopment Officials) conference in September.
- Quotes were received regarding the extension of a sidewalk around the back perimeter of the property. This will produce a much nicer and safer walking area for our residents than the front parking lot. Construction is scheduled to begin within a few weeks complete with benches, bird feeders and bird baths for the residents to enjoy.
- A public hearing was held recently to go over the annual and five year plans for Center Ridge Arms. This meets a HUD requirement and also gives the residents a chance to express their desires as far as improvements to their home and surrounding grounds.

MSU EXTENSION

(April - September 2007)

- **Agriculture and Natural Resources** – Three project areas were the focus in ANR in the second and third quarter of 2007: planting the corn and soybean seed test plots, getting the e-Fresh Project pilot project started, and continuing work with the new farmers' market study group.

Corn and soybean plots for both Bay and Arenac counties were planted by May. This year there was an extra soybean plot planted to look at Vistive soybeans, which have low-linolenic oil or no trans fats. Plots will be harvested in the fourth quarter.

The e-Fresh project made big progress. The MSU Extension Bay County-sponsored Website was finished and orders were taken in the last week in June. There would have been a delivery earlier in the quarter if the weather would have cooperated. There have been some attitude changes toward local food with the e-Fresh Pilot Project. Many people were excited about the program and are looking forward to picking up their order. The e-Fresh Project is offered to all of Bay County employees. The farmers are excited because their first order was large enough that it justified the effort to make it into Bay City to sell. They are looking forward to future sales. Work continued on the ordering procedure and Website development.

Regrettably, MSU Extension Bay County Agriculture and Natural Resources Extension Educator, Chris Reisinger, has taken a new position, outside of MSU Extension. Therefore, the e-Fresh Pilot Project ended in August 2007. There are no plans to offer this program in the 2008 growing season at this time.

Chris had been a great value to our organization, and the agriculture community in Arenac and Bay counties. While he will be missed, his family has settled into their new life in Normal, Illinois. Howard Wetters, MSU Extension Bay County director, will take over ANR Extension programming until the position is filled.

The farmers' market committee continues to meet regularly, except during the growing season. During the summer, the non-farmers are to get together to discuss legal issues and possible site locations. The committee met with representatives from Bay County, the City of Bay City, and the Downtown Management Board this summer to explore ideas in developing a downtown farmers' market. The interest from local farmers and a sizeable downtown population would make a market sustainable. It would also allow easy access by low income residents to healthy, fresh Michigan-grown produce. The committee works toward offering a farmers' market to Bay County residents in spring of 2008.

Master Gardener volunteers are very active in the second and third quarters, as planting and weeding of project sites takes up most of their efforts. The I-75 MDOT rest area project at Linwood continues with ongoing maintenance by Master Gardener volunteers. A new "gardening" partner has been welcomed on board with this project - the Wild Ones. The Wild Ones have offered to maintain two beds at the rest stop, showcasing Michigan wildflowers. Their mission is to increase gardening knowledge concerning Michigan's native wild flowers and how to use them in the landscape. Some Master Gardeners are also members of this group. They are also partnering with Hampton School in construction and completion of their "rain garden."

A new project this year is re-landscaping and maintenance of the Veterans' Memorial at Bay City's Veterans' park, which was completed in time for the dedication of the new memorial in May. The Bay Area Master Gardener Association has spearheaded design and implementation of this project. The second phase at the Vietnam Veterans' Memorial is scheduled for later this summer or next spring. Additionally, the Bay City Garden Club's 2007 Garden Walk helped raise funds for this project. The Garden Walk is also on the Master Gardener volunteer project list, whereby Master Gardener volunteers act as docents at the garden sites.

The RSVP vegetable garden has been planted and is now being maintained by Master Gardeners. It is located at Visitation Academy on State Road in Bay City. The produce from this garden is donated to low-income residents of Bay County. Last year over one ton of food was produced. Other, smaller projects undertaken by the Master Gardener program this quarter were: New Dimension - assisted their special needs clients with planting at their employment location. Plant the County

Building - beautified the court facility, the county building, the LEC, and the Veterans' Memorial. One other ongoing project is the Bay Area Women's Center. Master Gardeners weekly work on the nature park situated on the property of the Women's Center.

- **Children, Youth, and Family Programs: Family Consumer Sciences, Family Nutrition Program, and Breast Feeding Initiative** – In the second quarter under the Building Strong Families program, the parenting program was delivered through 92 home visits. In the third quarter, the program was delivered through 72 home visits. Eight families received the BSF program through the YWCA Family Enrichment Program in the second and third quarter. In the third quarter, Building Strong Families funding ended resulting in a reduction of one MSU Extension program associate, Karen Parker. While the curriculum is still available, this valuable parenting program will not be able to be delivered at the service level it has enjoyed for the past three years. This is a concern because many of the families the program assists are at high risk for child abuse and neglect. MSU Extension Bay County is working with the Department of Human Services (DHS) on a new grant that would specifically direct dollars to abuse and neglect cases. If this effort is successful, much of the money lost to support this program will be replaced by the DHS grant.

A total of 383 participants - children, adults and seniors - completed nutrition education under the Family Nutrition Program in the second quarter, and 438 participants in the third quarter. These classes were held at different locations including the YWCA, Women's Shelter, Work First, Head Start, Red Cross, and home visits. Project FRESH classes began for WIC-eligible clients at the Bay County Health Department in June. This season 361 participants will receive a coupon book worth \$20 to be used to buy Michigan-grown produce at designated area farm markets. Project FRESH ends in October.

Under the Breastfeeding Initiative Program, 327 direct contacts were made through home visits, phone calls, and visits at Bay County Health Department's WIC office in the second quarter. A total of 346 direct contacts were made in the third quarter. Through a collaboration with the Breastfeeding Coalition, MSU Extension Bay County staff are planning "Rock and Rest" tents. These changing and feeding stations will be placed at different summer venues in Bay County for the public's use, including the Fireworks Festival.

A 36-hour Better Kid Care training was held in June, nine participants graduated. MSU Extension continues to teach at Head Start staff meetings; 92 daycare providers and pre-schoolteachers taught with Penn State BKC material for a total of 183 unit hours.

Better Kid Care Program: An 18-hour Relative Care training was held with six participants completing the training. Thirty daycare providers and pre-school teachers were taught the Penn State BKC material for a total of 156 continuing education unit hours.

MSU Extension Bay County trained 30 Bay County employees in CPR in the third quarter.

All MSU Extension Bay County Family and Consumer Sciences program areas participated in the annual Community Baby Shower, The Hands on Activity Day/ISD, the Summer Concert/ISD, and the Bay County Fair.

- **Children, Youth, and Family Programs: 4-H Youth Programs** – The third annual 4-H Shaggy Spring Fling horse show was held in late April. The horse show is supported by local businesses, who donate prizes, and with proceeds from the 4-H Horse Advisory Council annual holiday wreath fund raiser. Thirty-three classes were offered on the show bill, and over one hundred entries were registered. The horse show is open to the public; it is also used as a practice clinic to prepare youth for the upcoming local fairs. Adults may also participate in this event to prepare themselves for upcoming horse shows.

Exploration Days 2007 took place June 20-22. Eleven youth, four leaders and two staff from Bay County spent time on the campus of Michigan State University. Youth explored classes such as glass beading, animal diseases, horticulture, archery, and computer science. The leaders and staff acted in a chaperone capacity, as well as taught classes. Over 2,500 youth from across Michigan participate in this three-day, pre-college event.

The newest program to Bay County 4-H is Cloverbud Camp. The day camp took place June 26-29 at the Bay County Building. Twenty youth, aged five-to-eight years of age, participated in the four-day camp. Each day had a different focus: healthy lifestyles, science, safety, and animals. All activities were hands-on and age appropriate for five-to-eight year olds. Youth learned how to stay healthy by washing their hands and keeping bad germs away. They also created their own science experiments making silly putty and sidewalk chalk. They learned how important it is to know their address and phone number in case of an emergency, while creating their own emergency book. Lastly, they made their own book marks and participated in a community service project. MSU Extension Bay County staff and volunteers took several field trips including: Delta College Planetarium, 9-1-1, Bay County Court Facility, Sheriff's Department, Wirt Public Library, Paws-to-Read program, and the Bay County Building. Based on positive after-event evaluations and support of 4-H Council, Cloverbud Camp is to become an annual event included in the Bay County 4-H program. The Cloverbud Camp was highlighted in the fall edition of *Michigan 4-H Today*, in an article entitled, "Bay County Cloverbuds Learn Early About Healthy Living." This publication is the state-wide 4-H newspaper for Michigan.

The Bay County Fair and Youth Exposition took place August 7-11, 2007, at the Bay County Fairgrounds. This year's fair was quite successful with more animals, more still projects, and more funds raised at the livestock auction. Additionally, MSU Extension Bay County was a larger presence at fair this year by staffing a booth to promote MSU Extension programs and a Rock and Rest tent, a nursing and baby

changing station. The Bay County Emergency Services incident command trailer was used as an anchor station, and the Bay Area Amateur Radio Club set up a display. Four programs were offered to the public: nutrition education clinic, two agriculture programs, and an emergency preparedness display for the home owner. The new Ag Olympics program was well received at fair. Ag Olympics was sponsored, in part, by Bay County Farm Bureau.

The Kiwanis award is the highest honor youth can be awarded at the Bay County Fair and Youth Exposition. At the end of August, 15 4-H youth received a plaque at the annual Kiwanis/4-H luncheon and had an opportunity to share their fair project experiences.

The 4-H Advisory Council has been busy wrapping up fair and planning events for the fall and winter. 4-H recognizes the need for youth to give back to our community and are providing monthly opportunities for youth to complete a project. Aside from community service projects, the Council just held their annual Family Fun Day at Auburn Park. This is an opportunity for families to have a cook-out, fishing contest, and enjoy a relaxing afternoon together. A new twist to this event was a cow-plop raffle fundraiser. This fundraiser earned Council over \$600. The 4-H Advisory Council is also planning a Soup Supper for October 6.

With school back in session, MSU Extension Bay County 4-H staff are working on programs for the in-school and after-school community partners. MSU Extension Bay County partners with the Bay City Public Schools to offer nutrition, character, and science programs. An aerospace/ rocketry program is new this year at the Bay County Boys and Girls Clubs. Another focus is the annual 4-H leader training. This is an opportunity for all Bay County 4-H leaders to come together to get updates on new policies and opportunities from the local and state levels. Leaders will be asked for input on the direction of the Bay County 4-H program and those suggestions will be addressed by the Bay County 4-H Advisory Council.

- **Successful Futures** – Successful Futures helped with the annual Community Baby Shower that was hosted by Bay Regional Medical Center, as well as the Head Start's Hands-on Children's Activity Fair in the second quarter of 2007.

Staff continues to participate in the local agency Self Sufficiency Task Force. This task force's goal is to ensure that all families in Bay County with the highest needs have access to car seats and cribs. Red Cross now has car seats, and Successful Futures and MIHP have been able to refer needy families there for assistance. Do-All recently received a grant for new cribs. Brenda Holmes, RN, and Stephanie Blaylock, intake/referral coordinator, will be doing presentations of safe sleep/SIDS reduction once a month for families that will receive these new cribs.

Staff has also presented the Successful Futures program to local pediatricians and OB-GYN offices on available services and to encourage future referrals. The Perinatal Substance Use Prevention committee continues to meet, with plans to do

outreach with printed literature on substance use during pregnancy for use by local healthcare providers.

- **Community and Economic Development** – MSU Extension Bay County in collaboration with the Bay County Health Department, Emergency Services, and the Shoreline Chapter of the American Red Cross conducted a three-session Community Emergency Response Team (CERT) class in Alcona County. The class participants are forming a CERT group in Alcona. This is the first session conducted under the Region 3 Citizens Corp grant administered through Bay County. The next class is being scheduled in Gladwin County and is planned to begin in late fall or early winter.

MSU Extension Bay County is working with the Bay County Division on Aging and assisting the Senior Citizen Collaborative Council in pursuit of a "Community for a Lifetime" designation for all of Bay County. The application is an assessment process that looks at all aspects of a community and assess whether it is adequate to support rich and varied opportunities for residents of that community. Here are some of the characteristics of a Community for a Lifetime:

- ▶ Walking is a practical, viable option for seniors
- ▶ The physical environment is designed and maintained in a way that is sensitive to the needs of seniors
- ▶ Has barrier-free trails and walking paths that can be used easily by seniors
- ▶ Has people, structures and processes in place for assessing current conditions, planning for improvements, and evaluating progress in accomplishing them
- ▶ Residents have access to and assistance using current technology
- ▶ Emergency assistance with basic needs is available
- ▶ Seniors have easy access to information and can easily get connected to services if they have a specific need
- ▶ Promotes good health for all its seniors
- ▶ Has access to quality medical services
- ▶ Helps seniors remain independent as long as possible
- ▶ Makes the safety and security of residents a priority
- ▶ Has a variety of housing options for older adults with different physical, social and/or financial status.
- ▶ Housing is affordable in relation to household income
- ▶ Seniors have access to services for making home modifications that are needed as they age (Services are available at reduced cost for those with limited incomes.)

All these and other characteristics of Bay County will be assessed and an analysis of our community's strengths and weaknesses will be created as a part of this process. Our Community for a Lifetime application will make it clear the Bay County is a forward-looking community that makes substantial investments and is making this a good place to live with rich opportunities for all people. This effort will also help us identify the critical needs we have and help us better direct our resources to projects and priorities that will have the most impact.

PERSONNEL DEPARTMENT - TRAINING COORDINATOR

- Visio 2003 professional software is now available through the Training Coordinator and the Personnel Clerk, thanks to Bay County for providing training and program installation. Organization charts and maps can now be provided through our office.
- In addition, the Training Coordinator received valuable human resource compliance training through the Society of Human Resource Managers. This was a two day class. Again, thanks to Bay County for providing this enhancement for our department.

Attended a wellness seminar, provided by McGraw Wentworth. This concludes the major research portion for wellness in Bay County.

- **United Way Campaign**

The 2007 campaign began in September with pledge cards sent to employees on the 20th. Team Captains met to learn about United Way, how resources are used and increasing needs. Team Captains received a packet of materials to use to help educate others about the value of this organization. Matt Burley, Building and Grounds, volunteered and completed a broadcast message encouraging employees to learn about United Way.

The focus for the Bay County effort continues to be on increasing participation and knowledge about the honorable efforts and quality programs of United Way. They are important partners in this community.

- **Wellness**

Preparations are complete to pilot a health risk assessment with a representative group of employees. The pilot offers free cholesterol and HDL cholesterol screening, blood pressure, height and weight measures to be taken through the Health Dept lab. This information will be inputted by individuals for their own assessment in the computer lab. Individualized results will be received almost immediately. Nurses from the University of Michigan, Flint will be on hand to help interpret results.

Within the week, pilot members will assemble to plan offering the assessment to more employees.

- **Equal Employment Opportunity Report**

The above mandated report was submitted in September. This is required by the Federal Government every two years. Results show the breakdown by race and gender, function and pay of employees.

- **New Employees**

Conducted orientation for new employees and scheduled key leader visits for new Central Dispatch Director.

- **County Lines Employee Newsletter**

Fall County Lines was completed. This is the last of the quarterly newsletter format. Employee information is now available and more current through the home page of the employee intranet under the County Lines banner. The goal continues to be uniting county employees and providing ways to share and exchange information of interest across departments.

9-1-1

- Bay County Central Dispatch welcomed a new 9-1-1 Director in September. Leonard Norman started his new position at 9-1-1 and is very happy to be home again. Leonard served as the Arenac County 9-1-1 Director for six years and prior to that he worked with the United States Department of Labor. Leonard was a Bay City Police Officer with 25 years of service. He retired from that department in 1999. Leonard and his wife Meg recently moved to Essexville and they are both delighted to be home again. The transition from Arenac County 9-1-1 to Bay County 9-1-1 will take time but the employees at 9-1-1 and the Bay County support staff have proven to be very knowledgeable and helpful.
- Shannon Howell successfully completed training in August and she is now able to work alone. Greg Lenon and Traci King are still in the training program and they finish in late November. We will be training at least one new dispatcher after Greg and Traci finish their training.
- The siren radio was recently installed and emergency notification is now possible in Veterans Memorial Park. The radio allows a number of prerecorded messages that can be announced in the event of an emergency.
- A new one time grant is now available for public safety interoperable communications. The PSIC Grant is available to each region and there is a guaranteed 1.3 million dollars for each region on the baseline side of the grant project. Bay County will receive equipment under the baseline grant. There is a competitive side of the grant and each region has the opportunity to submit competitive projects. There is 9.2 million statewide dollars available to the regions that submit competitive projects. Bay County is in Region 3 and the top priority for Region 3 is a request from Bay County. The 1.2 million dollar request is for 800 MHZ interoperability. The request includes a tower for the State 800 MHZ system. In addition to the tower several transmitters and a six-foot microwave dish is required. Once completed, the ability to be interoperable with proper coverage is possible for several responding departments in Bay County. The coverage will be enhanced throughout the shoreline areas. The PSIC Grant is 80% grant and the remaining 20% of the grant is a 'soft' match.
- The Whitefeather tower transmitter should be operational by the first of October. The phone line still has to be connected. After that is completed, the radios have to be programmed. There was a problem with transmissions covering Gratiot County

radio traffic. The problem was corrected when the technician from Anderson Radio changed the code and reduced the wattage. We have not heard complaints from Gratiot County since the changes were made by Anderson Radio.